



Department of the Army
Headquarter, 2nd Brigade, 1st Armored Division
Unit #9304
APO AE 09034-3040

AETV-THO-Z

23 September 2003

MEMORANDUM FOR RECORD

SUBJECT: Environmental Leave Policy

1. **PURPOSE.** To establish guidelines regarding Environmental Leave.
2. **APPLICABILITY.** All soldiers assigned and or attached to the 2d Brigade Combat Team
3. **POLICY.** Soldiers eligible for Environmental Leave will be based off the following criteria:
4. **CATEGORIES** – Identify and classify all Soldiers in the BN in the following categories:
 - a. **CAT I** – Soldiers who are not eligible under Theater Emergency Leave Policy but meet the Department of the Army Emergency Leave criteria.
 - b. **CAT II** - Birth of Child. This category covers Soldiers with children born since the deployment and SM who are anticipating birth of a child. Soldiers who have had a child born since 1 May 2003 are immediately eligible under this category. Soldiers anticipating birth of child will be eligible based on baby's expected due date. Seven days prior to delivery date and seven days after delivery date will be used as a planning factor. Leave will not exceed 14 days.
 - c. **CAT III** – Soldiers who have served in a dependent's restricted tour/deployment prior to this operation. The time period for this category is defined as May 2002 through May 2003. Examples include Afghanistan, Kuwait, Turkey, Korea, and the Balkans.
 - d. **CAT IV** – Soldiers who do not meet criteria for CAT I-III above with the following conditions:
 - (1) Arrived in Theater prior to 1 September 2003.
 - (2) Will not depart Theater (PCS/ETS/TDY) prior to 1 March 2004.
 - e. **CAT V** – Soldiers who do not meet category I-IV are not be eligible for Environmental Leave. These Soldiers will be eligible for in-Theater and in-country R & R programs.
5. For **CAT IV**, Battalions will develop a lottery system and produce an Order of Merit List (OML). Battalions will establish their own lottery procedures that encompasses the following guidelines:
 - a. Fair
 - b. Equitable
 - c. Random
6. **Priority** of seat allocations will go to CAT I-III. Once allocations for CAT I-III are exhausted, CAT IV seat allocations will be awarded according to the Lottery.

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8. Battalion Commanders and Command Sergeants Majors will manage Environmental Leave allocations based on the categories and 10% out of theater limitations. Any deviation from this guidance will require an exception to policy by the Brigade Commander.

9. POC is CPT Thisius, Brigade S1 at 551-2011.

// Original Signed //
RALPH O. BAKER
COL, IN
Commanding